



Info@starklawlibrary.org

Stark County Law Library Association

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BEGINNERS

A Pop Quiz

**The email address,
info@starklaw
library.org really
works! TRY IT!!**



This month the teacher says: "It is time for a pop quiz!"

1. Tim Berners-Lee is considered the father of:

- A. email
- B. the World Wide Web
- C. the Internet

2. What's that little arrow you use to click buttons on the screen called?

- A. mouse button
- B. shortcut
- C. mouse cursor

3. IMHO is shorthand for:

- A. In My Humble Opinion
- B. I Might Head Over
- C. If Money Holds Out

4. Another way to describe a URL is:

- A. Web site address
- B. Internet Service Provider
- C. computer

5. How would you figure out which version of your browser you are using now?

- A. Right-click on the bottom right corner.
- B. From the 'View' menu, choose 'Source.'
- C. From the 'Help' menu, choose 'About.' ¹

6. Lotus 1-2-3 and Microsoft Excel are examples of what type of

computer application?

- A. Database
- B. Search Engine
- C. Spreadsheet

7. Which of these is a name for a common computer operating system?

- A. Netscape Navigator
- B. Outlook
- C. Windows ²

8. "Field" and "Record" are terms associated with which of these computer applications.

- A. Database
- B. Spreadsheet
- C. Word Processor

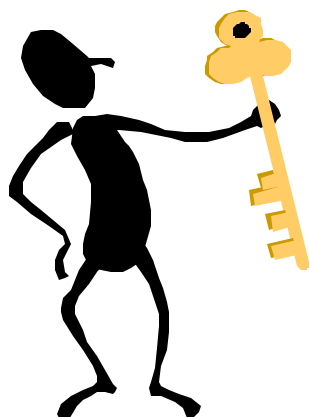
9. What does Alt+Click mean?

- A. Hold down the Alt key on your keyboard and click your mouse button.
- B. Press the Alt key on your keyboard and then click your mouse button.
- C. Point your mouse cursor to the button onscreen that says 'Alt' and click it. ³

10. When would you use the key stroke combination, Control+Alt+Delete?

- A. Close an application
- B. Force the computer to end a task
- C. Shut off your computer





The Pop Quiz Answers

1. Tim-Berners Lee is considered the father of: B. the World Wide Web
Read More: "World Wide Web" <<http://netforbeginners.about.com/library/glossary/bldef-worldwideweb.htm>>
2. What's that little arrow you use to click buttons on the screen called?
C. mouse cursor
Read More: "Webopedia" <<http://www.webopedia.com/TERM/c/cursor.html>>
3. IMHO is shorthand for: A. In My Humble Opinion
Read More: "Acronyms 101" <<http://netforbeginners.about.com/library/101/acronyms/bl-acronyms101.htm>>
4. Another way to describe a URL is:
A. Web site address
Read More: "Webopedia" <<http://www.webopedia.com/TERM/U/URL.html>>
5. How would you figure out which version of your browser you are using now? C. From the 'Help' menu, choose 'About.'
Read More: "Before You Ask For Help" <<http://netforbeginners.about.com/library/start/bl-identifysw.htm>>
6. Lotus 1-2-3 and Microsoft Excel are examples of what type of computer application? C. Spreadsheet
Read More: "What is a Spreadsheet?" <<http://www.starklawlibrary.org/newsletter/infoatsep2002.pdf>>
7. Which of these is a name for a common computer operating system?
C. Windows
8. "Field" and "Record" are terms associated with which of these computer applications.
A. Database
Read More: "Why Use a Database?" <<http://www.starklawlibrary.org/newsletter/InfoatMarch2003.pdf>>
9. What does Alt+Click mean?
A. Hold down the Alt key on your keyboard and click your mouse button.
Read More: "The ABCs of the Internet" <<http://netforbeginners.about.com/library/weekly/aa062102a.htm>>
10. When would you use the key stroke combination, Control+Alt+Delete?
B. Force the computer to end a task

Intermediate

Using PDF Passwords

Learn how to password-protect an Acrobat document

Last month I wrote of using PDF files to prevent embarrassing metadata or old track changes from appearing in your documents. This month we will learn how to password-protect an Acrobat document.

First of all, there are two types of passwords that you can attach to a PDF file – a User Password and a Master Password. These passwords are

independent so you can apply one or both to your document.

The User Password is used to prevent an unauthorized person from opening your file. Once attached, only people with the User password may open that document. The Master Password is used to place certain restrictions on the file, i.e. no printing, no changes to the document, no

Using PDF Passwords (Continued)

adding or changing comments and/or form fields, and no content copying of text or graphics.

To specify a password, begin with your document open in Acrobat, then:

1. Select File>Document Security
The dialog box offers you a choice of No Security, Acrobat Standard Security and Acrobat Self-Sign Security in a pop-up menu.
2. Select the “Acrobat Standard Security” and click on the “Change Settings...” button. This action takes you to the Standard Security Dialog box.
3. Here you will choose passwords, set the encryption level and set any restrictions that you may want on the document.
4. The 128-bit encryption level is the most secure, but it is not readable by Acrobat Version 4. If you want your document to be accessible to the largest amount of people, choose the 40-bit encryption.⁴

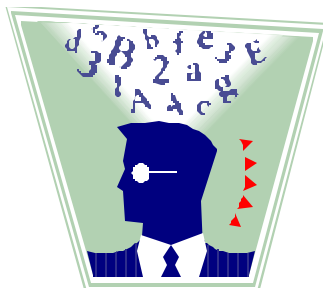


ADVANCED

KM Questions to Ponder

Kingsley Martin has written extensively about Knowledge Management, in law firms. KM takes on many forms and knowing which is best for your firm requires some introspection. The following are a few of his questions intended to spur the critical discussion that will help shape your KM strategy.

1. Why is your firm considering a KM program?
 - Because other firms have started them.
 - Because knowledge sharing is intrinsically good and yields long-term benefits.
 - Because we foresee increasing pressures of commoditization and price sensitivity, requiring us to be more efficient.
2. What is the appropriate scope of our KM program?
 - Individual
 - Practice area or administrative group
 - Entire firm
 - Client- or outward-facing knowledge resources.
3. Who are the intended users?
 - Attorneys and legal assistants
 - Secretaries
 - Administrative staff
 - Clients
 - Businesses in the market for online legal services



KM Questions to Ponder (Continued)

4. What is the source of the knowledge that the system will capture?
 - Explicit knowledge contained in working documents.
 - Explicit knowledge found in a variety of internally and externally available sources of information.
 - Tacit knowledge contained in people's heads.
5. Who will collect, organize and maintain the knowledge?
 - Attorneys performing limited administrative tasks as part of the ordinary course of business (such as front-end document profiling).
 - Attorneys given "good administrative time" in lieu of billable requirements to perform knowledge management activities.
 - Non-legal staff (librarians or legal assistants).
 - Trained lawyers hired with no (or limited) billable hour requirements.
6. How will you evaluate success and return on investment?
 - We will rely on faith and not track or monitor success.
 - We will infer value from usage.
 - We will measure the rate at which its investment generates valuable reusable intellectual assets.
 - We will measure success by monitoring net profit per partner.

Before beginning any serious dialog on KM please refer to Kingsley's article for more questions to consider! ⁵

FOOTNOTES

- ¹⁻³ Keating Chisholm, Charlyn. "Internet Basics Quiz." Internet for Beginners. 2003 About, Inc. 13 August 2003. <<http://netforbeginners.about.com/library/quizzes/basics/bl-basics1.htm>>
- ⁴ Deubert, John. "Password Protecting Acrobat Files." John Deubert's Acumen Journal. January 2003. 13 August 2003 <http://www.planetpdf.com/planetpdf/pdfs/AcumenJournal_Jan2003.pdf>
- ⁵ Martin, Kingsley. "Knowledge Management: Beyond Nirvana." Law. Com. 2003. ALM Properties, Inc. 13 August 2003. <http://www.law.com/jsp/newswire_article.jsp?id=1056139878062> (Free registration required)

By Nancy Stinson, MLS
nancy@starklawlibrary.org